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Bi-1368
2-35

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey

Place

Date

NOTICE OF REPORTING FOR DUTY

Chief, Bureau of Biological Survey,
Washington, D. C.

In accordance with the terms of my appointment made effective on _____,
_____, I hereby give notice that I reported for duty on _____,
_____, 193____, at _____.

Signature of Appointee

Mr. _____ reported to me for official duty _____, 193____.
Mrs.
Miss

Official Superior

(Section below for In-Washington use only)

FOR BUREAU RECORDS

(Take prompt action as below indicated)

Initials and
date

Referred by Personnel Clerk to Pay Roll Clerk for noting - _____

Oath received dated _____

Original allocation sheet for position received _____

Prior incumbent _____

Pay Roll Clerk notation _____

Referred to Division _____ for noting (and
submission of buff sheet amending appointment, if required) _____

Noted in Division of _____ and referred
to Personnel Clerk (buff sheet, if required, is attached) _____

Send to files on completion of above action.

